



2020-GEE-R6-FGIII-014828

**FG III - Finance and Contracts Assistant -
Initiation**

<p>Position for:</p> <p>FGIII Finance and Contracts Assistant - Initiation</p>	<p>As the science and knowledge service of the Commission, the mission of DG Joint Research Centre is to support EU policies with independent evidence throughout the whole policy cycle.</p> <p>The JRC is located in 5 Member States (Belgium, Germany, Italy, the Netherlands and Spain). Further information is available at: https://ec.europa.eu/jrc/</p> <p>The current vacancy is in the JRC Directorate R – Support Services. Its mission is to ensure the efficient and effective deployment of the financial and technical resources necessary to support the JRC's activities, in compliance with all applicable rules and regulations. We aim to make the JRC sites safe, secure and attractive working environments by providing efficient customer-driven services to facilitate the current and future scientific activities of the JRC while ensuring that JRC sites act as a good neighbour to the their respective community at large.</p> <p>The JRC.R.6 unit in Geel supports and coordinates the implementation of support services functions on the Geel Site of the JRC in a client responsive manner.</p> <p>We propose the position of a Finance and Contracts Assistant. The jobholder will have to manage financial administrative expenditures and contracts by examining and preparing financial documents (commitments, payments) in compliance with applicable rules.</p> <p><u>Qualifications:</u></p> <p>We are looking for an enthusiastic, motivated, organized, pro-active and stress resistant colleague with experience in Budget and finance. This person shall ideally have a financial administrative background. The candidate shall have at least 3 years of experience in budget and finance.</p> <p>She/He will be able to work in a team and autonomously under the supervision of the team leader and has a good sense of own responsibility, an excellent team spirit and a client and result oriented approach. She/He will be able to take initiatives and be rigorous. She/He will have well-developed communication skills.</p> <p>Knowledge of English and Dutch (level B2) is a requirement.</p>
<p>Directorate Unit</p>	<p>Directorate Name: Support Services Unit: Support Services Geel</p>
<p>Indicative duration</p>	<p>36 months initial contract with possible renewals up to maximum 6 years</p>

<p>JRC Site</p> <p>Country</p>	<p>Geel</p> <p>Belgium</p>
<p>Rules and eligibility</p>	<p>The candidate must be on a valid EPSO reserve list for Function Group III contract staff.</p> <p>If you are not in any valid EPSO reserve list for Function Group III contract staff, you can still express your interest by applying to the CAST Permanent</p> <p>1. CAST Permanent: open-ended selection procedure to create a pool of candidates from which the institutions, bodies, offices and agencies of the European Union (EU) can recruit contract agents. https://epso.europa.eu/documents/2240_en</p> <p>Only then you can apply for this specific position, through http://recruitment.jrc.ec.europa.eu/?type=AX</p> <p>Auxiliary contract staff: https://ec.europa.eu/jrc/en/working-with-us/jobs/temporary-positions/contract-staff-members</p> <p>Article 3b of the Conditions of Employment of Other Servants of the European Union applies: the actual period of employment within the Commission under this type of contract, including any period under renewal, shall not exceed 6 years.</p> <p><i>Please note that in case a high number of applications is received only shortlisted candidates will be contacted.</i></p>